

Why use this form?

SAAADMS provides details on a student's application to the University and shows if a student has multiple applications. The **Checklist** section of this form can be used to check for missing items for incomplete applicants and student contact information.

When using this form you can access other Banner forms that will allow you to view documents associated with a student's admission application. The forms you can navigate to is dependent on the student admission information you are currently viewing.

You can locate and view a student's education history, which includes high school information, prior college information, grade point averages, and standardized test scores. This information may be needed when an admissions decision is made.

What is the difference between EagleNET and this form?


A student's information will not display in EagleNET until they have been formally admitted to the University. Once the student's application has been accepted and they begin attending the University, EagleNET provides their contact information, course schedule and other details related to the student.

Who should use this form?


This form is used by the Admissions Office, Records and Registration, Student Financial Services, Program or Graduate Coordinators, and Advisors to review information regarding a student's application.

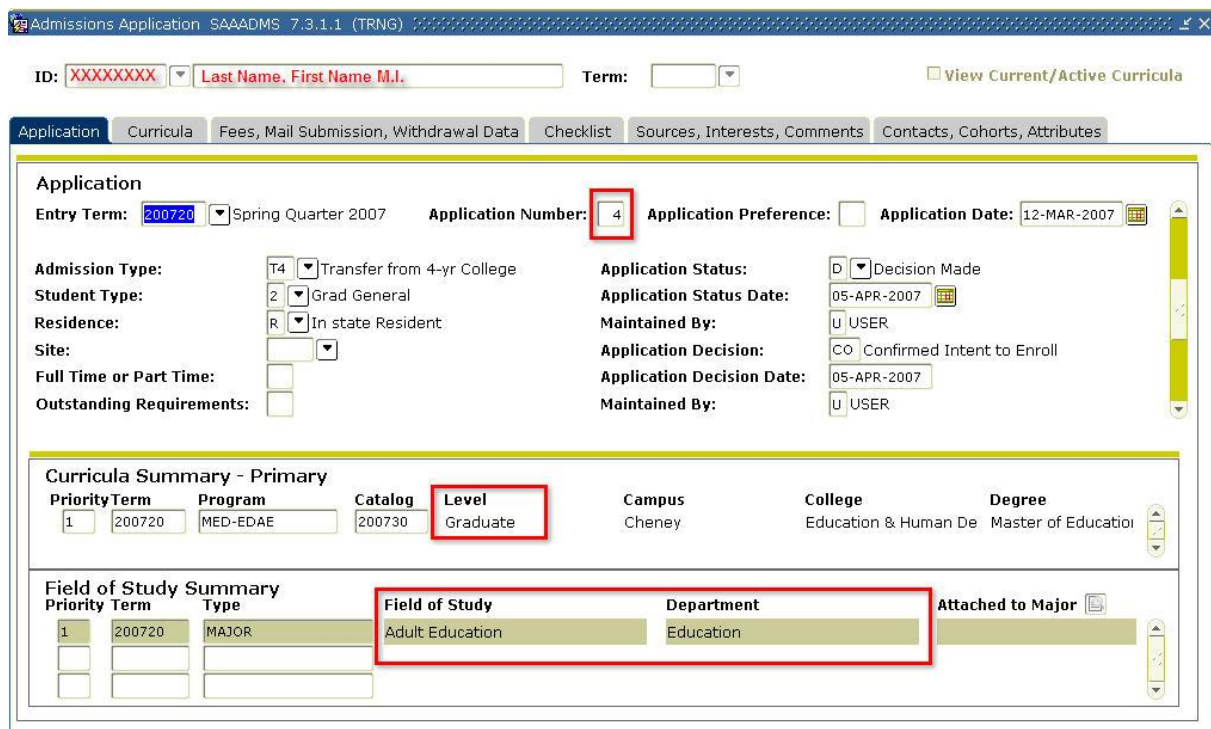
How to use this form.

1. Open the admissions application form by typing **SAAADMS** in the **Go** box of the Banner Main menu and press the **[Enter]** key on the keyboard
2. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First) and press **[Enter]**. If there is only one student that satisfies the name entered, the student ID number will be returned.



- To search by name, click on the arrow  next to the **ID** field. The **SOAIDEN** form displays, type in as much of the student's name using the wildcards **%** or **_** for unknown characters. Press F8 to execute the search. Locate the student's record from the list displayed and double click on the **ID** number to return to **SAAADMS**. The student's information displays in the key block in **SAAADMS**.


If the **Term** field is left blank, all of the student's applications can be viewed. To view a specific term enter the term or click on the search arrow to select it from the list of values displayed.

- Click **Next Block**  to populate the form with general information about the student's application.
- The student record displayed in the graphic below has four applications. The **Curricula** and **Field of Study Summary** blocks indicate this is a graduate student in the Education department.



The screenshot shows the SAAADMS application form for a student. The browser title is "Admissions Application SAAADMS 7.3.1.1 (TRNG)". The search criteria are ID: XXXXXXXX, Last Name, First Name M.I., and Term: [blank]. A "View Current/Active Curricula" checkbox is present. The form is divided into several sections: "Application", "Curricula", "Fees, Mail Submission, Withdrawal Data", "Checklist", "Sources, Interests, Comments", and "Contacts, Cohorts, Attributes". The "Application" section shows: Entry Term: 200720 (Spring Quarter 2007), Application Number: 4, Application Preference: [blank], Application Date: 12-MAR-2007. Admission Type: T4 (Transfer from 4-yr College), Student Type: 2 (Grad General), Residence: R (In state Resident), Site: [blank], Full Time or Part Time: [blank], Outstanding Requirements: [blank]. Application Status: D (Decision Made), Application Status Date: 05-APR-2007, Maintained By: U (USER), Application Decision: CO (Confirmed Intent to Enroll), Application Decision Date: 05-APR-2007, Maintained By: U (USER). The "Curricula Summary - Primary" table has one row: Priority 1, Term 200720, Program MED-EDAE, Catalog 200730, Level Graduate, Campus Cheney, College Education & Human De, Degree Master of Education. The "Field of Study Summary" table has one row: Priority 1, Term 200720, Type MAJOR, Field of Study Adult Education, Department Education, Attached to Major [blank].

- Move through the different sections (Application, Curricula, etc) by pressing **Next Block**  or use the mouse to click on the labeled tab. To view additional records within a section press **Next Record** .



7. If you are unsure what a value represents in a specific field and a search arrow  is next to the field's label, click on the arrow for a window to open with the list of values for the field. If you are unsure as to what the field information represents select Help > Online Help from the menu bar. Information specific to the form section open will be displayed.
8. When you are finished, click the **Exit** icon on the toolbar. If you need to view another student's admission application and you did not clear out the prior student's ID, the ID number for the prior student will be displayed. Press SHIFT + F5 to clear the Key Block or press DEL to remove the ID number.

Admissions Application Form – Checklist Summary Block:

The following items are found in the **Checklist Summary** block of the SAAADMS. The list of items in the **Checklist Summary** change depending on **Admit Type**, **Student Type**, and **Program Type** (Graduate or Undergraduate). This section lists all mandatory and non-mandatory items that are required to review the application selected. From the **Checklist Summary** block you can access a student/applicant's imaged transcripts, test scores, and applications.

Each row of the checklist represents a different item and each item may have the following information:

- **Request:** Code that is used to identify each individual checklist item
- **Description:** Brief description of the code mentioned previously
- **Received:** Displays the date that the item was received by EWU Admissions
- **Item:** Identifies the source if the checklist item is required from a specific source such as an institution
- **Item Description:** Displays additional comments about the relevant checklist item (e.g. School Name)

1. Click **Next Block**  to access the **Checklist Summary** block or use the mouse to click on the **Checklist** tab.
2. From **Checklist Summary** block press **Next Record**  to view the different Admission Requests listed.
3. When finished, click the **Exit** icon on the toolbar.

Admissions Application SAAADMS 7.3.1.1 (TRNG)

ID: Last Name, First Name M.I.: Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data **Checklist** Sources, Interests, Comments Contacts, Cohorts, Attributes

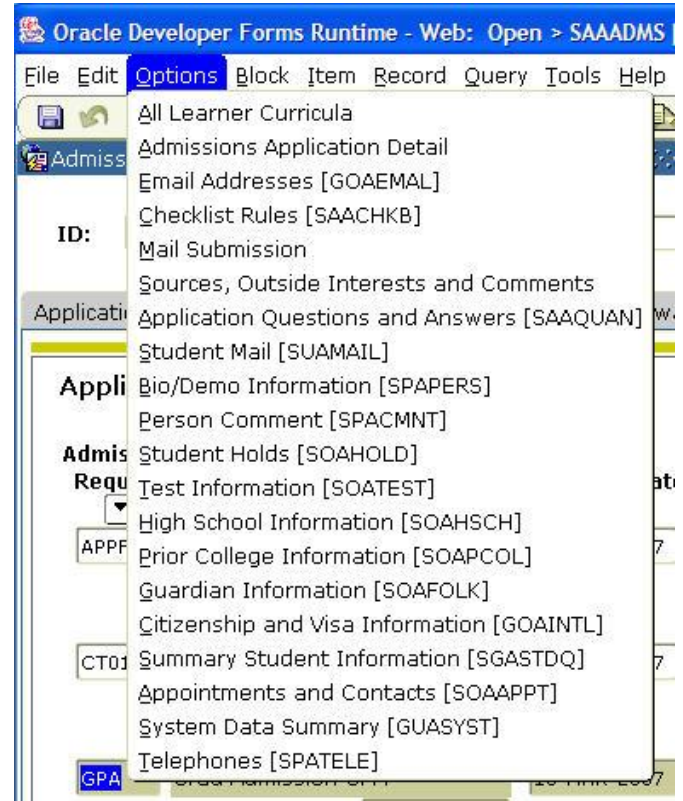
Application Checklist

Admission Request	Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator
APPF	University Application Fee	12-MAR-2007		Credit Card Appl Fee \$50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 12-MAR-2007	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="text"/>	
CT01	College Transcript	14-MAR-2007	004301	Eastern Washington University	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 12-MAR-2007	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="text"/>	
GPA	Grad Admission GPA	15-MAR-2007	GPA		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No	Date: 15-MAR-2007	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="text"/>	
REF1	Reference Letter				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 12-MAR-2007	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="text"/>	
REF2	Reference Letter				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 12-MAR-2007	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="text"/>	

There are additional forms associated with the information provided from SAAADMS. The forms available change depending on which section of SAAADMS is currently active. To access the other forms:

1. Click on **OPTIONS** from the menu bar
2. Select the form needed from the drop-down list. The student's information from the Key Block will be used to retrieve the data for the form selected.
3. Press **Next Block** to have the new data displayed in the Information Block area of the new form.

NOTE: The Checklist section was active for the forms listed under Options. The breadcrumbs (form names) listed in the title bar will show all forms currently open.



Terminology

Curricula & Field of Study Summary Blocks: displays the department and major codes to which the student has applied.

Term Field: when left blank, all applications can be viewed.

Print Indicator: when checked, information associated with the record will be printed in a follow-up letter.

Mandatory Indicator: when checked, the information is required for the application.